

ActionAid Bangladesh is looking for suitable candidate for the following position:

## Coordinator – Happy Home

Strategic Priority	:	Women Rights & Gender Equity
Name of the Project	:	Happy Home Project
Location of posting	:	Dhaka
Types of Contract	:	Up to 31 December 2025 (if not extended)
Number of Position	:	1 (One)
Salary & Benefit	:	Monthly Gross Salary will be 51,679 /- with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance etc.

### About Happy Home

ActionAid Bangladesh supports roughly 100 adolescent girls through our Happy Home initiative. The Home has helped a lot of girls to leave the uncertain and threatening prospect of living on the streets. At Happy Home, we ensure safe and secured living conditions for the girls, healthy meals and hygiene and sanitation along with psychological counselling and recreation. Once the girls are settled in, we admit them in mainstream schools. As an exit mechanism, we also offer vocational skill development training, so that the girls can choose a potential career later.

By the time the girls are 18 years of age, they would have completed secondary schooling and acquired a few vocational skills to be able to make a living on their own. This is when they leave the Home to start small entrepreneurship ventures in a group or take on a job individually, making room for new children to come in. The Home has also served as a drop-in centre for children who come to benefit from daily necessities such as safe water, sanitation, recreation etc. Since 2006, we have helped more than 17,000 girls.

### Job Summary

The aim of this position is to design and plan activities required to maintain sound administration in Happy Homes with specific focuses on children. The position requires a clear understanding of the Child Protection Policy in-country aspect, knowledge of rights-based approach and ability to analyse social and legal aspects of violence against girls and children, and relevant existing laws and policies. She should be willing to work with disadvantaged children and must have a clear understanding of developing long-term programme strategy and management of residential childcare centers and have sound skills in reporting and documentation. She must have networking and liaison capacity to build and maintain relationships with relevant stakeholders, Happy Home Ambassadors, Donors, NGOs, INGOs, and organisations for the resource mobilization. The position should have good coordination skills and maintain clear communication between ActionAid Bangladesh and the Home Management team to ensure proper and timely support.

### Key responsibilities include (not limited to)

#### Technical support:

- Support Happy Home in terms of programmes planning, implementation, and operations.
- Ensure accountability in programme implementation, monitoring, reporting, and evaluation.

- Regularly assess annual work plans, monitor progress on achieving goals and targets, and present recommendations to assist in development planning (individual case files, reports, folders, pictures, stories, registers, charts, etc).
- Ensure compliance of the Child Protection Policy and other relevant Safeguarding Policies in all the management and activities of Happy Homes.
- Manage and strengthen team member's capacity through sharing knowledge and information and organising trainings.
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- Support fundraising through proposal preparation and donor reporting.
- Manage and strengthen team members' capacity through sharing knowledge and information and organising trainings.

## **Networking, Partnership Building, and Coordination**

- Ensure and support for Happy Home staff for continuous networking and linkages with health service providers, vocational training & job providing organizations, law enforcing agencies, educational institutions, psychosocial support providing institutions, City Corporations, house owner, local stakeholders, Home Management Committee (HH & SKCDC), etc.
- Maintain networking and communication with all government counterparts, development partners, forums, networks, civil society, and private sectors.
- Participate in advocacy meetings, roundtables, training, workshops, and other meetings related to Child Protection issues.
- Donor management while visiting the HH.
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## **Financial Management**

- Prepare, review and update annual budget.
- Ensure results-based implementation, results-based budgeting and systematic quality assurance.
- Provide technical support to team for financial management, monitoring financial dealings and procurement process to ensure policy compliance.
- Ensure regular audits to ensure effective financial management.

## **Reporting and Documentation**

- Prepare monthly, quarterly, half yearly report and assist to prepare annual report, develop and edit case stories and other necessary report when needed.
- Draft relevant concept note, ToR and others
- Support team on internal and external resource mobilization.
- Provide relevant documents and information related to WRGE.
- Support PPD team on internal and external resource mobilization.
- Provide relevant documents and information related to HH.

## **Education and Life Skill Development of Happy Home Girls**

- Take the leadership to ensure the proper schooling of the happy home girls.
- Assess the learning growth of the child and prepare periodic assessment sheet.
- Follow-up with the respective educational institution to monitor the growth of girls.
- Arrange quality tutors for the girls.

- Prepare Annual Calendar for life skill development trainings for happy home girls.
- Take the leadership to organise the life skill development trainings.

## Team Management

- Support team on Home management and activity implementation.
- Support team members on Planning and Supervision
- Give motivation to the team members.
- Conflict Resolution
- Knowledge and capacity building of team members

## Relationships

S/he will report to Manager – Women Rights & Gender Equity of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme, function of AAB.

## Required Educational Qualification and Experience

- Bachelor's in preferably social sciences, gender studies including others under social science arena or combination of significant humanitarian experience in a related area is equally considered.
- Minimum 2 years of experience in programme/project management and design is essential (experience Child protection issue will add values)

## Technical Skills

- Ability to write in English and Bangla is required.
- Proficiency with Microsoft Word, Excel, PowerPoint and Internet browsing.
- Sound knowledge on planning and budgeting of projects related to Home/Centre for children and adolescents.

## Other Requirements:

- Experience in residential Home / Hostel management.
- Experience in managing donor-based projects.
- Experience in partnership management.
- Experience of working with GoB, Donor Agencies or reputed National NGOs will be preferred.

## Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **25 September 2023**
- Please [click here](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

**N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.**